

**North Eastern Indira Gandhi Regional Institute of Health & Medical
Sciences, Mawdiangdiang, Shillong**
Advertisement No. NEIGR-E.II/4/2012/Pt-II

VACANCY CIRCULAR

Subject: Recruitment to the post of Deputy Director (Administration) in Level-13 of the Pay Matrix (Pay Band -4, Rs.37400-67000/- with Grade Pay of Rs. 8700/- pre-revised) in North Eastern Indira Gandhi Regional Institute of Health & Medical Sciences (NEIGRIHMS), Shillong on deputation/Foreign Service basis.

Ministry of Health and Family Welfare invites applications for one post of Deputy Director (Administration) in Level-13 of the Pay Matrix (Pay Band -4, Rs.37400-67000/- with Grade Pay of Rs. 8700/- pre-revised) for North Eastern Indira Gandhi Regional Institute of Health & Medical Sciences (NEIGRIHMS), Shillong on deputation/Foreign Service basis.

North Eastern Indira Gandhi Regional Institute of Health & Medical Sciences (NEIGRIHMS) is a premier medical Institution set up by the Government of India on lines of AIIMS, Delhi and PGIMER, Chandigarh. It is a super-specialty teaching Institute and provides advanced and specialized health care to people of north eastern India. The Institute is running Post-Doctoral (DM), Post-Graduate (MD/MS), Under-Graduate (MBBS with 50 annual intake) programmes and a Nursing College running M.Sc (Nursing) and B.Sc Nursing programmes with 10 annual intake and 50 annual intake respectively.

The following are the criteria for the post.

Deputy Director (Administration) in Level-13 of the Pay Matrix (Pay Band -4, Rs.37400-67000/- with Grade Pay of Rs. 8700/- pre-revised)

Deputation/Foreign Service basis: - Officers of the Central Government Group 'A' Services or officers of Central Statutory/Autonomous Bodies or Public Sector holding analogous post or post in Level-12 of the Pay Matrix (Pay Band-3, Rs.15,600-39100/- with Grade Pay of Rs.7600/- pre-revised) or holding corresponding scale of pay in any Government Organization following IDA pattern having 5 years experience in the Administration.

Job Description and duties:- The incumbent of this post is over-all in-charge of Administration. He is also the Drawing and Disbursing officer of the Institute.

Note 1. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.

Note 2, The period of deputation will be initially for one year, which is extendable not exceeding five years based on the review of the performance.

Note 3, The qualifications regarding experience are relaxable at the discretion of the Competent Authority.

The pay and other term and conditions of the official selected will be governed by the provisions laid down in the Government of India; DOPT's O.M. No.6/8/2009-Estt. (Pay.II) dated 17th June 2010 as amended from time to time.

It is also mentioned that exemption to Rule of immediate absorption has been obtained from Department of Pension & Pensioners Welfare.

The applications from eligible officers in the enclosed proforma (in duplicate) may be forwarded through proper channel to the "Section Officer, North East Section, Room No. 425-C, Ministry of Health & Family Welfare, Nirman Bhavan, New Delhi-110 108" within 45 days from the date of publication of this advertisement in the Employment News alongwith up to date APARs/ACRs for the last 5 years in original or photocopies duly attested by an officer of the level of Under Secretary or above, Vigilance Clearance and Integrity Certificate. Cadre Controlling Authority may also kindly ensure that while forwarding the applications, they should verify and certify that the particulars furnished by the officers are correct. It may also be certified that no major or minor penalty was imposed on the officer during the last 10 years of his service.

Applications received after the due date or without CRs or otherwise found incomplete will not be considered.

Note: The earlier advertisement for the post of Deputy Director(Admn) published in the National Newspaper on 29.09.2019 stands cancelled

Sd/-
Director,
NEIGRIHMS,
Shillong

NB: The application format can be downloaded from NEIGRIHMS website
www.neigrhms.gov.in

BIO DATA PROFORMA

Affix recent
passport
size
photograph

1. Name & Address (in Block Letters)
With e-mail address and contact number
2. Date of Birth (in Christian era)
3. Date of entry into Govt. Service
4. Educational Qualifications:-
Whether educational and other qualification required for the post is satisfied?
(if any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same).

Qualifications/Experience
Required

Qualifications/experience
possessed by the officer

Essential:

- (1)
- (2)
- (3)

Desired:

- (1)
- (2)

5. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.
6. Details of employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

Office/Instt/ Orgn.	Post Held	From	To	Scale of pay	Nature of Appointment i.e. whether regular/adhoc/ deputation	Nature of duties
1	2	3	4	5	6	7

7. Name of the post held substantively, if any, and scale of pay thereof.

Contd.....

8. Present pay and date from which it is drawn (scale in which drawn also to be indicated);
9. Additional details about present employment. Please state whether working under:-
 - (a) Central Government
 - (b) State Government
 - (c) Autonomous Organizations
 - (d) Government Undertaking
 - (e) Universities
10. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.
11. Whether the officer satisfies all the conditions prescribed for the post viz. qualification, experience and service in analogous posts.
12. Remarks if any.

Dated

Countersigned

Address

(Employer)

Signature of the candidate

CERTIFICATE TO BE RECORDED BY THE EMPLOYER
WHILE FORWARDING THE APPLICATION

Certified that the particulars filled by Shri..... Designation..... have been verified and found correct. It is also certified that no vigilance case is pending or contemplated against Shri.....and his integrity is beyond doubt. Character Roll for the last five years is enclosed.

SIGNATURE OF THE EMPLOYING AUTHORITY
WITH STAMP AND DATE